APPENDIX L.

[*See* Note below Rule 751.]

RULES REGULATING THE GRANT OF LEAVE TO GOVERNMENT SERVANTS FOR THE STUDY OF SCIENTIFIC, TECHNICAL, OR SIMILAR PROBLEMS, OR IN ORDER TO UNDERTAKE SPECIAL COURSES OF INSTRUCTION.

The following rules relate to study leave only. They are not intended to meet the case of Government servants deputed to other countries at the instance of Government, either for the performance of special duties imposed on them or for the investigation of specific problems connected with their technical duties. Such cases will continue to be dealt with on their merits under the provisions of Rule 605 and the rules in Appendix XLIII to this Manual. These rules apply to the Agricultural, Public Health, Medical, Civil Veterinary, Factory, Education, Public Works and Forest Departments (except in respect of continental tours by Forest officers to which special rules apply). These rules may be extended by Government to apply to any Government servant not belonging to any of the departments mentioned above, in whose case Government are satisfied that leave should be granted in the public interests to pursue a special course of study or investigation of a scientific or technical nature.

Note.—The extension of these rules to the Public Works Department does not affect any rules under which Government servants are allowed to visit engineering works when on leave in Great Britain.

1. Extra leave on half average pay for the purpose of study may be taken either in or outside India. It may be granted by Government to a Government servant of any of the departments named above, or to a Government servant not belonging to any of the departments in whose case Government are satisfied that such leave should be granted in the public interests, provided that when a Government servant borne permanently on the cadre of one department is serving temporarily in another department the grant of leave is subject to the conditions (*a*) that satisfactory local arrangements are made to carry on his work in his absence and (*b*) that the sanction of the department to which he is permanently attached is obtained before leave is given. Study leave should not be granted to Government servants of less than five years' service or to Government servants within three years of the date at which they have the option of retiring after 20 years duty and 25 years' total service. Nor should it be granted to Government servants who are about to retire on proportionate pension.

2. The grant of study leave should be made with due regard to the exigencies of the public service. In no case should the grant of this leave, in combination with leave other than extraordinary leave or leave on medical certificate, involve an absence of over 28 months from a Government servant's regular duties, or exceed two years in the whole period of a Government servant's service ; nor should it be granted with such frequency as to remove him from contact with his regular work or to cause cadre difficulties owing to his absence on leave. A period of 12 months at one time should ordinarily be regarded as a suitable maximum and should not be exceeded save for exceptional reasons.

Note.—The limit of 28 months for combined study leave and other leave laid down in this rule includes the period of vacation which may be prefixed to the combined leave.

3. A Government servant whose study leave is combined with any other kind of leave should be required to take his period of study leave at such a time as to

Page 321, Appendix L—

For the figures and words " 12*s.* a day in the British Isles " occurring in Rule 8 in this Appendix *substitute* the figures and words " 16*s.* a day in the British Isles "

This amendment will take effect from 1st April 1948.

(G.R., 1973/33, dated 26th June 1948.)

[Correction No. 126, Financial Publication No. V, 3rd Edition (Reprint), Volume II, dated 20th January 1950.]

retain, at its conclusion, a balance of other previously sanctioned leave sufficient to cover the period spent in returning to duty.

4. When a Government servant has been granted a definite period of study leave and finds subsequently that his course of study will fall short of the sanctioned period to any considerable extent, his absence from duty should be reduced by the excess period of study leave unless he produces the assent of the Government to his taking it as ordinary leave.

5. Except as provided in Rule 6, all applications for study leave should be submitted with the audit officer's certificate to the Head of the Department through the prescribed channel, and the course or courses of study contemplated and any examination which the candidate proposes to undergo should be clearly specified therein. If the course of study is in Europe or America, the Head of the Department should also forward to the Secretary to the High Commissioner for India, General Department, a copy of the approved programme of study. If it is not possible for the Government servant to give full details, as above, in his original application, or if, after leaving India, he wishes to make any changes in the programme which has been approved in India, he should submit particulars as soon as possible to the Secretary to the High Commissioner for India, General Department. In such cases, he should not, unless prepared to do so at his own risk, commence the course of study, nor incur any expenses in connection therewith, until he receives approval to the course through the High Commissioner.

6. Government servants on leave in Europe or America who wish to convert part of the leave into study leave or to undertake a course of study during leave, should, before commencing study and before incurring any expenses in connection therewith, submit a programme of their proposed course of study to the Secretary to the High Commissioner for India, General Department. The programme should be accompanied by an official syllabus of the course, if one is available, and by any documentary evidence that the particular course or examination has the approval of Government. In the absence of such evidence the programme may, if approved by the High Commissioner, be proceeded with but no study leave allowance will be admissible until the concurrence of Government is received.

Similarly Government servants on leave in the British Isles, who desire to have it extended for purposes of study under these rules, should address the Secretary to the High Commissioner for India, but in addition to furnishing a statement of the proposed study they must support their applications with documentary evidence of their having obtained the approval of Government to their applying for an extension of leave. They must also produce documentary evidence of the concurrence of Government to the grant of study leave and/or study allowance.

7. No course of study will be recognised as qualifying for the grant of study allowance, or for study leave for any other purpose, unless it has been approved in at least broad outline by Government in accordance with Rules 5 and 6 above, and unless, in cases where it has not been found possible to submit full particulars to Government, it has been approved in detail by the High Commissioner before it is begun.

8. A study allowance will be granted for the period spent in prosecuting a definite course of study at a recognised institution or in any definite tour of inspection of any special class of work, as well as for the period covered by any examination at the end of the course of study. The rates as at present fixed are 18s. a day in the British Isles, £ 1 a day in the continent of Europe, and 30s a day in the

United States of America. These rates are liable to revision. The rate to be granted to Government servants who take study leave in other countries, including India, will be specially considered by Government in each case. In no case will subsistence allowance be granted in addition to study allowance and ordinary travelling expenses will not be paid, but in exceptional cases claims will be considered on their merits by Government.

9. Study allowance will be admissible up to 14 days for any period of vacation. A period during which a Government servant interrupts his course for his own convenience cannot be considered as vacation. Study allowance may be given at the discretion of Government for any period up to fourteen days at one time, during which the officer is prevented by sickness duly certified by a medical practitioner from pursuing the sanctioned course of study. In the case of a Government servant retiring from the service without returning to duty after a period of study leave, the study allowance will be forfeited. If the Government servant is under civil service rules the study leave will be converted into ordinary leave to the extent of the ordinary leave standing to his credit at the date of retirement. Any balance of the period of study leave mentioned above which cannot be so converted will be excluded in reckoning service for pension.

Note.—The power of Government under this rule to give study allowance to an officer serving under them who is on study leave and is prevented by sickness from pursuing the sanctioned course of study has been delegated to the High Commissioner for India.

10. Government servants granted study leave are ordinarily required to meet the charges payable for courses of study.

11. On completion of a course of study, a certificate on the proper form (which may be obtained from the High Commissioner), together with certificates of examinations passed or of special study, shall, when the study leave has been taken in Europe or America, be forwarded to the High Commissioner. When the study leave has been taken in any other country certificates of examinations passed or of special study, which should show the dates of commencement and termination of the course, with any remarks by the instructor, shall be forwarded to the authority which sanctioned the leave. In the case of a definite course of study at a recognised institution the study allowance will be payable by the High Commissioner or in India, as the case may be, on claims submitted by the Government servant from time to time, supported by proper certificates of attendance. When the programme of study approved under Rule 5 does not include or does not consist entirely of such a course of study, the Government servant shall submit to the High Commissioner or to Government, as the case may be, a diary showing how his time has been spent and a report, indicating fully the nature of the methods and operations which have been studied and including suggestions as to the possibility of applying such methods or operations to India. Government will decide whether the diary and report show that the time of the Government servant has been properly employed, and will determine accordingly for what period the study allowance referred to in Rule 8 may be granted.

12. Study leave will count as service for promotion and pension, but not for leave. It will not affect any leave which may already be due to a Government servant; it will count as extra leave on half average pay and will not be taken into account in reckoning the aggregate amount of leave on half average pay taken by the Government servant towards the maximum period admissible under the special or ordinary leave rules.

13. During study leave a Government servant will draw half average pay as defined in Rule 9 (6), subject to the maxima and minima laid down in Rules 759 and 760. The rate of exchange prescribed by the Secretary of State for the conversion of leave salary (other than that admissible during the first four months of a period of leave on average pay) shall apply to study leave allowances. A Government servant may, subject to the approval of the proper authorities being obtained as required by Rule 5 or 6, undertake or commence a course of study during leave on average pay, and, subject to paragraphs 8 and 9, draw study allowance in respect thereof, provided that study allowance is not drawn for an aggregate period exceeding two years during the whole of a Government servant's service. This rule applies to military officers in civil employment taking leave under the Civil Rules.

Note 1.—A Government servant of the vacation Department can draw study allowance during vacation if he prosecutes his studies during the period. The period of such a vacation will be taken into account in calculating the maximum period of two years for which study allowance is admissible.

Note 2.—These rules are applicable to officers of the Bombay Medical Service subject to the following modifications :—

(1) The maximum period for which study leave is admissible is one year.

(2) The amount of lodging allowance which an officer on study leave is allowed to draw out of India is 12*s.* per diem.

Note 3.—The powers of Government under Rules 8 and 11 of the Study Leave Rules above have been delegated to the High Commissioner for India subject to the limitation that he should not incur expenditure which would lead him to exceed the budget provision at his disposal at such a time as would render it impossible for Government to obtain additional supply during the year

Instruction.—When study leave in Europe or America is sanctioned by Government, the particulars of the case may be furnished to the High Commissiner for India. It will be necessary for the Government servant concerned to place himself in communication with the High Commissioner who will arrange any details and issue any letters of introduction that may be required.